

School District
Bullying/Intimidation/Harassment/Hazing Investigation Form

This form is to be filed in the disciplinary record of each aggressor and added to the file of the target for future reference.

Designated Investigator: _____

Dates of Investigation: ____/____/____ to ____/____/____

Person who filed incident report: _____

Phone Number: _____ -- _____ -- _____ Email Address: _____

Reporter status: ☐ Parent ☐ Student ☐ Teacher ☐ Community Member
☐ Other _____

Investigation Check List:

- ☐ Review and Attach Incident Report Form
- ☐ Review aggressor's discipline and school records
- ☐ List incident information: target(s), aggressor(s), date(s), reporter
- ☐ Parental Notification: Aggressor(s)
- ☐ Parental Notification: Target(s)
- ☐ Conduct and record interviews: target, aggressor, and witness
- ☐ Conduct and record interviews with other involved parties: nurse, intervening staff, bus driver
- ☐ Attach pertinent forms, if applicable:
 - Incident Reporting Form
 - Nurse's report
 - Print-outs of cyber-bullying
 - Copies of other evidence (notes, drawings, pictures, etc.)
 - Police reports
- ☐ Investigation Findings

Incident Information:

Date of Occurrence: ____/____/____

Where did the incident occur?

- ☐ On school property – Location: _____
- ☐ On school bus – Route information: _____
- ☐ At a school event or off of school property – Location: _____
- ☐ On the way to/from school – Location: _____

Targeted Student: _____
Name Grade Level

Aggressor(s): _____
Name Grade Level

Name Grade Level

Notification:

☐ Target Student's Parent: _____ Ph.: _____

☐ Aggressor's Parent: _____ Ph.: _____

☐ Aggressor's Parent: _____ Ph.: _____

Interviews

Target Interview Date: _____

Incident Description: _____

How many incidents: _____ Dates: _____

Is the target still in fear of the aggressor? ☐ yes ☐ no

Was there physical injury or fear of physical harm ☐ yes ☐ no

If yes, explain: _____

Was there property damage? ☐ yes ☐ no

If yes, describe: _____

Does the target feel apprehensive about attending school? ☐ yes ☐ no

Aggressor #1 Interview Date: _____

Incident Description: _____

Aggressor #2 Interview Date: _____

Incident Description: _____

Witness #1 Interview Date: _____

Incident Description: _____

Witness #2 Interview Date: _____

Incident Description: _____

Determination

Check all that apply:

Was there a verbal, written, or physical intentional act or electronic communication? ☐ yes ☐ no _____

Did the act interfere with the target's education, performance, physical well being or psychological well-being? ☐ yes ☐ no _____

Was the act intentionally threatening or intimidating? ☐ yes ☐ no

Did the event occur on school property, at a school sponsored event? ☐ yes ☐ no

If it occurred outside of those areas, did it disrupt the orderly operation of the school or the target's educational opportunities? ☐ yes ☐ no

Was the act in retaliation for reporting an incident of bullying? ☐ yes ☐ no

Comments: _____

Final Determination:

☐ Incident did NOT meet the standard of bullying, harassment, intimidation or hazing

☐ Bullying, harassment, intimidation or hazing has occurred

☐ Incident will be dealt with by school administration

☐ Incident will be reported to police

☐ Other: _____

☐ A safety plan will be put in place for the target

☐ A conduct plan will be put in place for the aggressor

Investigator: _____
Signature Date

Principal: _____
Signature Date